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## **Protocol for the Transportation of Sexual Assault Evidence Collection Kits from Hospitals to the Crime Laboratories**

### ***Transportation Protocol***

Upon completion of sexual assault evidence collection, **whether the sexual assault is reported or unreported**, a medical provider will contact the police department of the town or city in which the assault occurred to request transport of the kit to the appropriate crime lab. Medical personnel are instructed, *"Store the evidence transport bag, SAEC Kits, and Toxicology Kit (if utilized) until police transport arrives. Storage areas **must be secure**, and refrigeration is preferred"* (taken from Instructions for Medical Providers, Massachusetts Sexual Assault Evidence Collection (SAEC) kit instructions, page 8).

If an assault has occurred out of state but the forensic exam was performed in Massachusetts, the State Police will be called to transport the kit and evidence. In that event, or if there is another reason the State Police are requested to provide transportation, the medical provider will contact the State Police barracks nearest to the medical facility where the evidence was collected.

The SAEC Kit may be accompanied by a Toxicology Kit and an Evidence Transport Bag (ETB). Both kits and the ETB will have police evidence seals, which will be initialed and dated by medical personnel. There will also be a Chain of Possession label on each. Medical personnel will complete the first entry on the Chain of Possession label when giving the kits and ETB to the police officer.

The police officer will then transport the kits and ETB to the appropriate crime lab where he or she will sign the Chain of Possession label and transfer possession to the crime lab. Police should never open the ETB since it could result in the loss of valuable forensic evidence. The clothing inventory label will itemize the contents within the ETB.

### ***Crime Laboratory Locations***

All police departments except the Boston Police Department deliver kits to the State Police Crime Laboratory. The Boston Police Crime Laboratory and the three locations for the State Police Crime Laboratory are:

Boston Police Department Crime Laboratory  
One Schroeder Plaza  
Boston, MA  
Phone: 617-343-4690

State Police Crime Laboratory  
59 Horse Pond Road  
Sudbury, MA  
Phone 508-358-3155

State Police Satellite Laboratory-Agawam  
702 South Westfield Street  
Feeding Hills, MA 01030  
Phone: (413)-786-6163

State Police Satellite Laboratory-  
Danvers  
485 Maple Street  
Danvers, MA 01923  
Phone: (978)-538-6046